



**Policy:** 1060.01  
**Procedure:** 1060  
**Chapter:** Structure and Authority  
**Rule:** Grant Management and Project Management

**Effective:** 09/23/05  
**Replaces:** 1060.01  
**Dated:** 11/15/04

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Grant Manager manages the grant application and follow through process for the agency, coordinating with the grant's Project Manager and with that respective area's Accounting Grants representative.

**Rules:**

1. **THE GRANT MANAGER**, under the Executive Office of the Director shall:
  - a. Research and identify potential grants that support and enhance the strategic plan of the agency;
  - b. Disseminate information on potential grants to relevant agency staff and solicit their interest; conversely, consider requests from agency staff on potential grants;
  - c. Assist agency staff in the interpretation of grantor's guidelines;
  - d. Upon decision to apply for a grant, obtain Form 1060.01A, Potential Project for Grant Funding from the Project Manager. (If there are competing proposals within the Department for submission to a single grantor, the Grant Manager shall convene the Executive Leadership Team to discuss and make the final selection. Documentation of Leadership approval/no approval will be noted on Form 1060.01A, Potential Project for Grant Funding);
  - e. Provide technical assistance to Project Manager in overall grant proposal writing and preparation, including budget development, upon receipt of Form 1060.01A, Potential Project for Grant Funding;
  - f. Establish timelines for grant submission, adhering to deadlines established by the grantor;
  - g. Once the grant application is complete, obtain the approval and signature of the Director for grant submission;
  - h. Maintain a file for each grant awarded which includes (at a minimum) the following:
    - i. Grant application;
    - ii. Grant award notice/amendments (must maintain originals);
    - iii. Budget;
    - iv. Correspondence;
    - v. Related reports (inclusive of programmatic and fiscal reports).
  - i. Work with Accounting Grants Representative to:
    - i. Set up duplicative grant file;
    - ii. Maintain a monthly and/or quarterly grant budget report and distribute to the Director and Executive Leadership Staff.
  - j. Coordinate with the Project Manager for the timely submission of all grant reports, including programmatic reports, adhering to reporting cycles established by the grantor;
  - k. When necessary, coordinate with Project Manager to seek formal amendments and approval from the grantor for changes in the scope of the grant;
  - l. Coordinate with Project Manager the close-out of grants and ensure completion of outstanding reports.
2. **THE PROJECT MANAGER** shall:
  - a. Notify the Grant Manager of a proposed grant application through the submission of Form 1060.01A, Potential Project for Grant Funding;
  - b. Prepare grant application, obtaining technical assistance from the Grant Manager, if necessary;
  - c. Complete and secure signatures on Form 1060.01B, Matching Funds, if necessary;
  - d. Maintain a file for each grant awarded which includes (at a minimum) the following:
    - i. Grant application,

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- ii. Grant award notice/amendments;
    - iii. Budget,
    - iv. Correspondence;
    - v. Related reports (inclusive of programmatic and fiscal reports).
  - e. Ensure reasonable progress is made toward achievement of grant project goals;
  - f. Manage and control fiscal transactions processed against the grant account, and monitor account status, with the assistance of the division business manager and the Accounting Grants Representative;
  - g. Immediately notify the Grant Manager of any major change in staff or budget for the grant and coordinate with the Grant Manager any requests for amendments from the grantor which may result in changes in the scope of the grant;
  - h. Coordinate with the Grant Manager for the timely submission of all grant reports, including programmatic reports, adhering to reporting cycles established by the grantor;
  - i. Disseminate grant reports and other correspondence related to the grant to the Grant Manager and Accounting Grants Representative;
  - j. Coordinate with Grant Manager the close-out of grants and ensure completion of outstanding reports;
3. The **ACCOUNTING GRANTS REPRESENTATIVE** shall:
- a. Prepare and submit all fiscal reports to the grantor, adhering to reporting cycles established by the grantor, and disseminate copies of the fiscal report and supporting documents to the Grant Manager and Project Manager;
4. The **SUPERVISOR OF THE PROJECT MANAGER** shall:
- a. Ensure compliance and accountability to the original grant award and its subsequent amendments.
5. The **GRANT MANAGER, THE PROJECT MANAGER, THE ACCOUNTING GRANTS REPRESENTATIVE AND THE SUPERVISOR OF THE PROJECT MANAGER** shall:
- a. Comply with the federal standards set forth in the *Office of Management and Budget Circular A-87: Cost Principles for State and Local Governments*. All proposal budgets shall be based on current State rates, as applicable;
  - b. Contact the ADJC Procurement Administrator if grants funds will be utilized for the contracting of goods or services. The **Procurement Administrator** shall supply copies of resulting contracts to the Grant Manager and the Project Manager. The **Procurement Administrator** shall retain the original;
  - c. Convene quarterly meetings with the ASSISTANT DIRECTOR of SUPPORT SERVICES to discuss the status of all grants, ensuring compliance for the appropriate and intended use of agency-received grant funds.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: